

Adobe Acrobat Sign Upload Instructions

Many of the Foundation forms are interactive and are not compatible to upload directly into Adobe Acrobat Sign. The instructions below will guide you to upload your pre-filled forms into Adobe Acrobat Sign.

Windows

Mac

Windows:

Steps

1. Download your form from the Foundation Forms, Guides and Policies page.
2. Open the PDF document in Adobe Acrobat or Adobe Reader.
3. Fill out the form so you only need the signatures.
4. Print the document as a PDF.
 - a. This allows the document to be 'flat' without interactive features to upload to Adobe Acrobat Sign.
 - b. Click File > Print or Ctrl + P.
 - c. When the Print dialogue box pops up, click the drop-down menu for the Printer.
 - d. Select Adobe PDF or Microsoft Print to PDF.
 - e. A 'Save Print Output As' box will pop up.
 - f. Select a location and name the new PDF.
 - g. Click Save.
5. Open Adobe Acrobat Sign in your browser.
6. Click Request e-signatures > Enter recipient email domain @mail.fresnostate.edu for all recipients, as this is the email that is registered with Adobe.
7. If more than one recipient add each recipient in the order of signature.
8. If you want to send a copy to a recipient that is not a signer, click Show CC and add their email address.
9. Within the message box section type your subject and short message.
10. Click Add Files to upload your newly created 'flat' document for signatures or you can drag and drop your file.
11. Click Next to add tags on the signature line for each signer.

Mac:

Steps

1. Macs do not allow 'Print to PDF' by default so you'll need an app to process it.
2. Go to the App Store
3. Search for PDF Printer Lite.



- a) PDF Printer Lite is a free app.
 - b) PDF Printer Lite is a limited application as it will only 'print' two pages.
 - c) Most documents are not more than two pages but if you are working with documents with more pages, you can pay for the upgrade to PDF Printer or merge PDF documents using Adobe Acrobat.
4. Install PDF Printer Lite.
 5. Download your form from the Foundation Forms, Guides and Policies page.
 6. Open the PDF document in Adobe Acrobat or Adobe Reader.
 7. Fill out the form so you only need the signatures.
 8. Print the document as a PDF.
 - a. This allows the document to be 'flat' without interactive features to upload to Adobe Acrobat Sign.
 - b. Click File > Print or Command + P.
 - c. When the Print dialogue box pops up, click the drop-down menu for the Printer.
 - d. Select PDF Printer Lite.
 - e. A 'Save Print Output As' box will pop up.
 - f. Select a location and name the new PDF.
 - g. Click Save.
 9. Open Adobe Acrobat Sign in your browser.
 10. Click Request e-signatures > Enter recipient email domain @mail.fresnostate.edu for all recipients, as this is the email that is registered with Adobe.
 11. If more than one recipient add each recipient in the order of signature.
 12. If you want to send a copy to a recipient that is not a signer, click Show CC and add their email address.
 13. Within the message box section type your subject and short message.
 14. Click Add Files to upload your newly created 'flat' document for signatures or you can drag and drop your file.
 12. Click next to add tags on the signature lines for each signer.